

May 3, 2022 Training Coordinator Webinar

ILT Updates:

June and July schedule is in LEO

- Core Capstone: 3 in Baton Rouge
- Group 1 Capstone: 2 in Baton Rouge and 1 in Lake Charles

Schedule moving forward will be blended

WBT Updates:

Wait 24 hours for LEO to give credit for course completions

Make sure employees are informed to save and print certificates

Send certificates when requesting credit

Make sure that the correct browsers and software versions are being used

Avoid taking courses on payroll Mondays and Tuesdays

General Reminders:

The end of the year is approaching. Please have supervisors complete their Continuing Education Requirements.

TC Mailbag:

H.R. Program Update – Within the next two months, information about the H.R. Program will be distributed via the General Circular, SCS website and TC Webinar.

Information on the new Learning Management System (LMS) to come from OTS.